

Sample Action Plan Template

No.	Action Description	Owner	Date Assigned	Date Due	Status
1	Review 2018 Performance Framework Template	Administrator/Board	1-Jul-18	1-Aug-18	complete
2	Review 2018 Framework Document List	Administrator/Board	1-Jul-18	1-Aug-18	complete
3	Identify which measures/criteria apply to our school	Administrator/Board	1-Oct-18	1-Nov-18	in progress
4	Create a checklist for each document that includes requirements based on SBE policy, charter agreement, and general statute	Administrator/Board	1-Aug-18	1-Dec-18	
5	Read information released on 2019 Performance Framework collection	Administrator/Board	1-Oct-18	1-Dec-18	
6	Review admissions and enrollment policy and ensure it meets general statute requirements	Board	1-Oct-18	15-Nov-18	
7	Review lottery application for the 2019-2020 school year and ensure it matches enrollment policy and is lawful	Board - primary Administrator - secondary	1-Oct-18	15-Nov-18	
8	Review grievance policy for employees	Board	15-Nov-18	15-Dec-18	
9	Review grievance policy for parents	Board	15-Nov-18	15-Dec-18	
10	Confirm that conflict of interest policy meets requirements outlined in G.S. 115C-218.15	Board	15-Nov-18	1-Jan-19	
11	Confirm that nepotism policy meets requirements in general statute and the charter agreement	Board	15-Nov-18	1-Jan-19	
12	Confirm that the board meeting schedule meets minimum requirements per SBE policy	Board	15-Nov-18	1-Jan-19	
13	Update current board membership, including terms, officer roles and city, state of residence	Board	1-Dec-18	MONTHLY	
14	Login and familiarize self with online document collection center/system	Administrator (Designee)	1-Dec-18	1-Jan-19	
15	Confirm criminal history check policy mirrors the LEA in which school is located	Board	1-Jan-19	30-Jan-19	
16	Start a collection of required documents to upload, ensure proper file formatting and naming convention	Administrator (Designee)	1-Nov-19	1-Jan-19	